ED To-Do List
February 2018
2.21.18

ADMIN

Financial
✓ Reviewed spend down status
✓ Reviewed and adjusted monthly accounting
✓ Began preparing for 2018/19 budget process

COMMUNICATIONS

Annual Party Mailer
✓ Wrote, designed, made print-ready
✓ Prepared mailing list, mailed

Annual Members & Friends Party
✓ Investigated locations & secured a site
✓ Worked on menu, logistics
✓ Planned guest “theme” and invited special guests

Posters
✓ Wrote content
✓ Selected and processed images
✓ Worked with Janet on the layout
✓ Managed printing

Elections
Promoted the elections

Monthly
✓ Got blast out
✓ Updated Potrero View posting

PROJECTS

General
✓ Managed misc repairs
✓ Investigated plant re rescue at Huffacker Park, Pro Camera site.

Small Capital Projects

Progress Park Dog Run
✓ Developed scope of current project (drainage, bark chip replacement, replanting of planter, debris removal)
✓ Get estimate from Lainez, Inc.
✓ Ordered plants and delivery, received plants
✓ Arranged parking postings
✓ Did outreach (blast, Nextdoor, neighborhood groups)
✓ Ordered tools and arranged pick up and return
✓ Managed work party

25th St Greening
✓ Determined scope and got estimate
Large Capital Projects

Public Realm Plan
✓ Met with Planning
✓ Drafted GBD response

Progress Fitness
✓ Updated equipment specs and ordered equipment
✓ Caltrain Entrances
✓ Contacted Bauman and sent drawings for estimates for installation

Caltrain Station
  o Reviewing Fletcher drawings with Public Works, neighbors, etc.
  o Negotiating details with Caltrain – water and electrical connections, etc.
  o Coordinating with 22nd St project

Minnesota South Streetscape
  o Ongoing coordination with Public Works, ADA coordinator, Andy Rappaport
✓ Secured new concessions from Public Works
✓ Got estimate for path extension and connection to 24th

Esprit
  Agreements
    o Fletcher-GBD agreement – in conversation with Fletcher atty
    o Sent near-final drafts to GBD attorney for review

ECAG
✓ Worked on planning for bus tour
✓ Secured UCSF help for transportation

Indiana Bike Lane
✓ Met with SFMTA, Andy Rappaport and neighborhood groups to review plans

Multimodal Hub
✓ Continued to lobby for City acceptance and help

22nd @ Iowa Nexus
  o Investigating status of the Virtue mosaics.

Benches
✓ Lights located and installed